



THE
**WHITE
HOUSE**
PREPARATORY SCHOOL

Upper KS2 Teacher

Context of this appointment: The school started some 35 years ago as an early years provision since when it has grown into a family group of 2 Day Nurseries and the White House Prep School which educates children aged from 3 to 11. In recent years the school has grown from one form entry and is becoming 2 form across all age groups. In September 2023 a new building opened next door to the “white house” and includes 4 additional classrooms, a large multi-purpose hall and a garden which provides for a range of activities and experiences. Therefore this appointment is made at an exciting point in the life of the school and reflects the demand for places and ambition we have for our children.

Person Specification

Essential:

- You are totally supportive of the culture and ethos of the school (which is articulated on our website) and that you have the energy, appetite and enthusiasm to contribute constructively to this.
- You prove your suitability to work with children. This will be explored in your application, in interview and through your application for an Enhanced DBS disclosure.
- Strong subject knowledge in both Mathematics and English, with the ability to teach these confidently at upper Key Stage 2 level

Qualifications and Experience

- A good degree or / and an appropriate teaching qualification. This must include a PGCE or equivalent.
- Outstanding classroom practitioner with a minimum of 2 years teaching experience.

Skills, Knowledge and Abilities

- The attitude of mind that enables you to work flexibly in a fast paced collaborative and supportive framework
- A broad knowledge and experience of strategies used for teaching children and young people with proven learning as an outcome.
- The ability to use IT for teaching purposes and also for the planning, preparation and recording of pupil’s assessment, progress and IDPs (as appropriate).



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- Evidence of the ability to work with other teachers as a member of the class team and to direct support staff as necessary.
- Knowledge of the curricular needs of children and proven experience of applying this successfully.
- We are a relatively small school where everyone must play a significant role; all members of staff must be able and willing to respond to the needs of the school. This demands flexibility and adaptability and a willingness to go the extra mile.
- A willingness to make a difference in class but also in your contribution to the life of the school inside and outside of the classroom.
- A sensitivity and understanding of the need to work closely with parents/carers in providing an education that is suitable to the needs of all the children and an ability to manage both parents and children in a positive and supportive manner.
- Diversity and Equality are core values lived and breathed therefore the desire, commitment and ability to apply the Equal Opportunities policy in all aspects of your work with the children, parents and colleagues.
- The White House Preparatory School is committed to safeguarding and promoting the welfare of children, and applicants must show an absolute commitment to promoting and safeguarding the welfare of children and young people.

Job Description

Job purpose

- To teach pupils in the school so that they fulfil their potential as learners and as human beings.
- To provide support to the learning of individual pupils through the school's pastoral system.

Specific areas of responsibility:

In consultation with the Principal, Headteacher and SLT to teach and administer each timetabled class to maximise the learning opportunities for each individual pupil within those classes by:

- Conducting lessons in accordance with the ethos of the school and according to the policy, curriculum and syllabus agreed at staff meetings
- Ensuring pupils achieve their potential academically, socially and spiritually.
- To develop in children a love of learning, the skills, knowledge and understanding to equip them as life long learners
- Maintaining an orderly and purposeful classroom atmosphere



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- Setting homework according to the policy and in the main, marking it formatively to encourage and show the pupils how to improve, and follow up late work with the class teacher
- Contributing to the development of the curriculum and its methodology
- Administering the class effectively and ensure that all pupils and their parents are kept fully informed of school routines and special events.
- Ensuring compliance with all legal requirements including registers of attendance (daily and for each lesson) and health and safety regulations.
- Participating in and contributing to the class personal, social and health education programme
- Providing appropriate support (including positive and constructive discipline as necessary) for the learning and well being of each class pupil.
- Being fully involved in assessment and record keeping to monitor the attainment and progress of each pupil. This involves keeping a comprehensive profile of the academic progress of each class pupil including thinking skills, specific learning difficulties, achievement, attainment, homework and lesson attendance, which includes regular analysis of objective assessments to inform future teaching and learning
- Liaising with the SENCO and Specialist Learning Support tutors and parents, implementing and reviewing Individual Education Plans for pupils with Specific Learning Difficulties
- Being familiar with and updating the school's pupil records.

For Year 6 candidates:

- 11+ experience is not required; the successful candidate will be working as part of a strong, supportive team and will be guided by experienced colleagues.
- A commitment to marking work to a consistently high standard, including detailed marking of 11+ style scripts and written responses.
- Willingness to contribute to additional 11+ preparation, including occasional revision sessions during school holidays where required.
- Hard-working, organised and resilient, particularly during the more intensive periods of the 11+ cycle.
- Ability to work collaboratively within a high-performing Year 6 team, maintaining high expectations for pupils and supporting them through the demands of the 11+ process



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General areas of responsibility:

To help maintain and improve the ethos and performance of the whole school for the benefit of pupils by:

- Supporting pupils and colleagues by attending a range of school productions, functions and charity events
- Keeping up to date with school pastoral care policies
- Being aware of individual pupil's personal problems in order to act confidently and consistently alongside colleagues and maintain a common and agreed approach
- Covering for absent colleagues
- Undertaking agreed duties punctually
- Attending parent evenings/meetings and preparing subject reports in accordance with the school reporting schedule.

To participate in and contribute to the general well being and professional development of the staff and the school.

To attend all staff meetings, Open Days, staff study days, staff briefings and assemblies.

To undertake other such specific duties which may from time to time be reasonably assigned by the Principal or Headteacher.